

**United States District Court
District of Puerto Rico
Clerk's Office**

Frances Moran, Esq.
Clerk of Court



150 Carlos Chardon Street
Federal Building, Room 150
San Juan, P.R. 00918
Telephone (787)772-3006

Vacancy Announcement 15-08

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

Position Title: Jury Generalist
Position Type: Full-time
Grade: Classification Level CL-22 , with promotion potential to a CL-24 without further competition
Salary: \$25,533 + 4.20% Cost of Living Allowance
Open Date: Wednesday, August 12, 2015
Closing Date: Wednesday, August 26, 2015

The Clerk's Office of the United States District Court for the District of Puerto Rico is recruiting for a well-organized, detail-oriented individual who possesses exceptional interpersonal and customer service skills, and enjoys working with the public. Under the supervision of the Jury Supervisor, the Jury Generalist will perform a variety of clerical duties.

REPRESENTATIVE DUTIES Responsibilities of this position may include but are not limited to the following:

- ❖ Performs duties related to the preparation and mailing of juror qualification questionnaires. Track postage usage. Process and sort qualification questionnaires and incoming mail. File, sort and process juror qualification summonses according to summons dates.
- ❖ Prepare routine correspondence to prospective jurors regarding incomplete questionnaires, and to persons failing to return their questionnaires.
- ❖ Respond to public inquiries by telephone and in person. Assists jurors with daily parking, certificates, and questions.
- ❖ Assist with the coordination of jury panels for judges on empanelment day; Record jury attendance and prepare attendance certificates.
- ❖ Work with chambers staff, clerk's office staff, U.S. Marshals Service, U.S. Attorney's Office, or other groups to coordinate jury related matters.
- ❖ Performs other duties, as assigned.

MINIMUM QUALIFICATIONS

Candidates must have a high school graduate, or equivalent.

PREFERRED QUALIFICATIONS AND REQUIREMENTS

- ❖ At least two years of Specialized experience.
Specialized experience is defined as progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.
- ❖ Ability to communicate effectively both orally and in writing in the English language is critical
- ❖ Possess a Bachelor's Degree from an accredited college or university
- ❖ Ability to lift up to 30 pounds and to sit or stand for long periods of time

APPLICATION PROCESS

Qualified persons interested in being considered for this position must submit an application package to include the following:

- 1) **Application for Judicial Branch Federal Employment**- Form AO78, available in the Clerk's Office or on our website www.prd.uscourts.gov
- 2) **Cover Letter** stating the reason for your interest in the position and
- 3) **Resume** detailing all relevant experience, education and skills.

INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED

The vacancy announcement number must be clearly indicated on the front page of your Cover Letter. Applications may be hand-delivered or mailed to:

United States District Court-PR
Attn: Agnes Ferrer-Auffant, Esq.
Human Resources Manager
150 Carlos Chardon Street
Federal Building Room 150
San Juan, PR 00919-1787

or e-mailed to: vacancies@prd.uscourts.gov

All applications must be submitted by Wednesday, August 26, 2015. E-mailed documents must be submitted as a single PDF document. Due to the anticipated volume of applications, the court will only communicate with those individuals who will be tested or interviewed. The Court reserves the right to modify or withdraw this announcement without prior notice. Applications submitted for this position may be considered for similar positions that may occur within 90 days from date the position is filled.

NO TELEPHONE CALLS WILL BE ACCEPTED.

CONDITIONS OF EMPLOYMENT

- ✓ Applicants must be citizens of the United States of America or be eligible to work in the United States.
- ✓ Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- ✓ Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.
- ✓ Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.
- ✓ This position is subject to mandatory EFT participation for payment of net pay.
- ✓ Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

The United States District Court is an Equal Opportunity Employer